

INSTRUCTIONS FOR APPLYING FOR AN OFFICIAL PASSPORT USING DS-11

The following forms are available for printing. Failure to use the correct form will result in a delay in the issuance of your passport:

This form must be presented and signed in person at the time of your appointment with the FIC Passport Agent.

You must use this form IF:

1. You have never had a U.S. passport, or you need your personal passport for a personal trip and cannot submit it at this time.
2. You are under age 16,

-OR-

3. If you're most recent passport was lost or stolen. (If you are applying because your passport was lost or stolen, you will also need to submit Form DS-64 listed below.)

Do not write in the portion "MAIL PASSPORT TO" this portion is stamped by FIC.

When applying for an Official Passport, provide the Visa/Passport Office with the following:

- ☐ **Application for Passport (DS-11) completed except for signature. All four pages should be submitted. Please make an appointment with a FIC Passport Agent when using this form.**
- ☐ **Two identical photographs taken within the last six months. Photos must measure 2x2 inches on a light background. Pictures may be taken at the Clinical Center Building 10 room B2L321. Phone number is 496-5995. They are open on Tuesday 9am-11am, and on Thursday 3pm-4pm. Please take an "X" number with you (please see Administrative Officer).**
- ☐ **Proof of citizenship, such as birth certificate with an embossed seal or original naturalization papers or most recent passport was issued less than 15 years ago.**
- ☐ **If the name you now use is different from that on your birth certificate or naturalization papers, provide legal documentation, i.e., marriage license.**
- ☐ **Information Sheet**
- ☐ **THERE IS NO FEE FOR THE OFFICIAL PASSPORT**